

CITY OF RIVERSIDE  
SUPPLEMENTAL APPLICATION  
SENIOR ADMINISTRATIVE ASSISTANT – JOB CODE 03532

Name \_\_\_\_\_ Date \_\_\_\_\_

Instructions: Your responses to the following questions will assist us in evaluating your qualifications and writing ability for the position of Senior Administrative Assistant. Your application will not be accepted without this completed form. If you need additional space, attach an extra sheet with your name and the job code of the position for which you are applying. You must limit your written responses to questions 2 and 3 to one half page, single spaced text.

1. Indicate your experience with the following:

a. Word Processing    ☐ Beginner    ☐ Intermediate    ☐ Advanced  
Name(s) of software \_\_\_\_\_

b. Spreadsheets    ☐ Beginner    ☐ Intermediate    ☐ Advanced  
Name(s) of software \_\_\_\_\_

c. Databases    ☐ Beginner    ☐ Intermediate    ☐ Advanced  
Name(s) of software \_\_\_\_\_

d. Presentation/Graphics    ☐ Beginner    ☐ Intermediate    ☐ Advanced  
Name(s) of software \_\_\_\_\_

e. Other    ☐ Beginner    ☐ Intermediate    ☐ Advanced  
Name(s) of software \_\_\_\_\_

2. Briefly describe your knowledge of protocol for public meetings and experience with boards and commissions.

3. Describe the most complex project, report or study you have prepared. Include in your description your specific responsibilities, the method you used to complete it, and the results.